Chair Role and Responsibilities

**Role:**

The purpose of the Chair is to work alongside Mr. Newton. As the chair your role will be to make sure the other chair members have what they need and any updates or communications that needs to go out you will coordinate that with the secretary.

**Responsibilities:**

The chair is responsible to oversee the entire band parent club. Any assistance required from the other chairs you will be responsible to find them volunteers. You are the point of contact. This is extremely helpful to Mr. Newton because it allows him to focus on the students. As the chair, I suggest you check in with Mr. Newton prior to any scheduled events to see if there have been any changes. Send an email to the parents reminding them of the event. It is recommended to create distribution lists for email based on what program the students are in. Jazz Ensemble, Wind Ensemble, Orchestra, and all. This way you are not spamming everyone with updates on events where their kids are not participating.

**Important Dates:**

**May** (before end of school)- Meet with Mr. Newton to collect student information sheets and create roster for the fall

**June –** Send roster with mailing addresses to Band Secretary

**July –**  Email letters to secretary. Secretary will mail out letters. Mail letters 3 weeks prior to event.

Mail welcome letter to Freshmen parents

Mail band camp information to returning Wind Ensemble and Jazz Ensemble students

**Late August**- Make sure Vice-Chair requests playathon forms from IA office. Send parent letter to Vice Chair

**September-** Playathon/banquet

**December-** Senior Ad due

**Banquets and Concerts**

There are 5 events throughout the school year. (fall banquet also known as the playathon banquet, Winter Concert, Jazz special guest concert, spring concert and the band awards banquet. There are two potluck banquets, the winter and spring concerts are dessert only and the Jazz special guest is a combination of appetizers and dessert). The chair will create the agenda for the banquets working with Mr. Newton. Use the template as your guideline. The day of the banquet, email a copy of the agenda to Mr. Newton so he can review and print up a couple of copies to have at the banquet. If you are comfortable with creating and saying the opening prayer that is good, but if you prefer someone else says it, I have invited Mr. Aquino who is usually available to come say opening prayer. Otherwise, you can also ask one of the theology teachers if they would be willing to write an opening prayer.

Mr. Newton will work with the school for the programs for the concert events. Make sure the treasurer has submitted the cash box request forms 3 days prior to the event and have them arrive 30 minutes early. Make sure Hospitality has volunteers for set up and clean up. The night of the event, set up a little table outside of the theatre doors for the treasurer and the programs.

**Institutional Advancement Committee**

Purpose of the IA committee is to discuss fundraisers for the school. This meeting is held once a quarter. Your role is to provide any fundraiser updates to the committee. I use this time to inform the committee what the band is doing and any events they are competing in. Send an email to Mr. Newton prior to the meeting to ask if there is anything in particular he wants you to mention in the meeting.

**Senior Year Book AD**

The Senior Year Book AD has been a tradition for the past 10 years. The seniors and their parents are responsible to pay for this ad and usually decide on what they want to put in the ad. I highly recommend you find a couple of parents to take on this task. It is not mandatory. Due to the changes of how you place the ad, you will need to make sure whom ever volunteers knows they will need to pay for the ad online. How they choose to collect the money will be up to them. Mr. Newton does not get involved in this other than to participate in a group picture. **The ad is usually due by the end of the December, I believe.**

**MUSE Support School Workshop**

The MUSE support the school workshop is held once a year, usually in March. Moreau invites all of the local schools in the diocese to come to the workshop. Band provides lunch which consists of pizza, dessert and a drink. The pizzas are ordered from Costco the day before the event. Ask for the manager in the food court and let him know you want to pick up the pizzas by 10:30 the day of the event. They will have them ready. You will need to pay for the pizzas, dessert and drinks, paper plates, napkins. Mr. Newton will let you know how many students are expected. Typically we ordered 25 pizzas. Half cheese, half pepperoni and about 5 combinations. For dessert, usually rice krispi treats, bag of cookies or oreo cookies. For drinks, bottled water, about 3 cases should do if you buy the Kirkland brand. Each student is given 2 slices of pizza. Once they have gone through the line once, if there is anything left over, they may have seconds. Typically we would have a couple of pizzas left over which we would share with the cafeteria staff or take it home. Submit the receipt with a check request form to the business office or to Mr. Newton. The school will mail a check to you within 3-5 days. You will need to work with the Chaperon chair to get some volunteers. Usually 4 volunteers are good. The lunch is served in the Ivaldi student Center. Do not forget the paper plates and napkins. The school does not provide them.

**Awards Banquet and Teacher’s gift**

It has been a tradition for the seniors to purchase a gift for Mr. Newton. This is also volunteer and not mandatory. Like the senior ad, I suggest asking for one or two of the senior parents to help out with this. Mr. Newton is an avid golfer, enjoys the Giants and 49ers and likes to camp. The seniors are also responsible to put together a short slideshow to be shown during the banquet. Ask for a couple of seniors to own this and put it together.

The chair will work with Mr. Newton on selecting who will receive the Peabody award. It goes to a band parent who is no longer at the school and has participated in the band parent club. Mr. Newton will order the plaque. As the chair you will be responsible to send the invite to the person receiving the award. Ask them for a biography so when you introduce them you can say something about them.

**Parent club members**

You want to make sure you acknowledge the current parent club members. You can give them a thank you card. Should you decide to purchase a gift card, then it would be the chair’s out of pocket expense. The school will not pay for the gift cards. Some examples: $5.00 gift card from Starbucks for each member. For couples a $10.00 card. Another idea is a bouquet of flowers if any of the parent club members are a senior parent and this is their last year. The gift is up to you.

**Graduation Day**

The Wind Ensemble performs on graduation day; they will need to arrive at the school by 7:30 AM to take the bus to the Paramount theatre. You will need a couple of parent volunteers to ride on the bus with them. The bus will bring everyone back to the school.

**End of the Year**

The chair will meet with Mr. Newton before the end of the school year to collect the student information sheets and go over any changes for the fall. Once you have collected the sheets, the chair is responsible to put together a master mailing list for the secretary.

New this year, Mr. Newton put an out office alert on his school email to contact the chair for any questions. He will provide you with his personal email and phone number in case you need to get a hold of him.

No more uniforms so you will not need to worry about collecting them.

The chairs role is what you make of it. Ultimately, you want to make sure all areas are covered so Mr. Newton can focus on the students. Enjoy it and watch how quickly the kids develop and learn. It’s a very rewarding position and at times can be a little hectic, but if you have the right group of band parents, things can run very smoothly.

Any questions, always ask Mr. Newton. He will help you.